

# HOUSING DEVELOP OFF, Single Family

**\$ 17.56-\$ 25.51 hourly, \$ 36,665-\$ 53,265 annually**

**Date Posted:** 06/03/2011

**Closing Date:** 06/23/2011

**Hiring Agency:** Housing Finance Agency

**Location:** St. Paul

**Who May Apply:** **Open to all qualified job seekers**

**Posting Number:** 11HFA000013

**Employment Conditions:** Permanent, Full-time

**Work Shift:** Day Shift

**Days of Work:** Monday-Friday , 08:00 AM-04:30 PM

**Travel Required:** no

**Job Grouping:** Finance Regulatory Econ Development

**Classified Status:** Classified

**Job Description:** Perform audits on Mortgage Revenue Bond and Agency program requirements for first mortgages using SecondLook software.

Perform full audits on Agency program requirements for second mortgage loans using SecondLook software.

Support the ongoing development and management of Business Foundation Teams Quality Control processes.

Participate as a team member on the Business Foundation Team, supporting the work of the team so that team goals and objectives are met.

**Minimum Qualifications:** KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

Undergraduate (Associates) degree, with a preference for business, management, or a related field and/or at least 2 years of relevant affordable housing experience.

Requires excellent organizational skills to meet a high volume of audits in the division.

Knowledge of and experience with mortgage and/or consumer lending.

The ability to assist the Business Foundation team in developing action plans for assigned work.

Knowledge and experience of residential and/or consumer loan transactions is essential for this position.

A basic knowledge of essential auditing processes.

Effectively communicate basic ideas, issues and concepts both orally and in writing.

Requires occasionally lifting such articles as file boxes and folders or heavier materials with help from others and/or lifting and carrying light objects frequently. This job may require walking or standing to a significant degree or may involve sitting most of the time with a degree of lifting and carrying folders, binders and legal materials.

**Preferred Qualifications:** Ability to review clients servicing functions for accuracy and compliance with state and federal guidelines/regulations.

Working knowledge of state and federal laws relating to housing finance and real estate transactions: of housing supply, housing finance and housing construction problems.

Ability to establish and maintain effective working relationships with governmental agencies, private organizations and the general public.

Working knowledge of SecondLook or similar auditing software.

**Selection Process:** The selection process is a resume-based, skill-matching process. Your resume will be entered into a database. The software program matches your skills with the skills needed to perform the duties of the position. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need

to submit another.

**How to Apply:** Most State selection processes utilize a resume-based screening process. You will be contacted by agency staff if your background best matches the selection criteria on this job posting. To apply for this position, click the APPLY box found at the bottom of this job announcement. For additional information about the States selection process, go to <http://www.careers.state.mn.us/>

**Contact for More Information:** Patrick Wenum, 651-215-5976/[Patrick.wenum@state.mn.us](mailto:Patrick.wenum@state.mn.us)  
Or Karmel Kluender, 651-297-3137/  
[karmel.kluender@state.mn.us](mailto:karmel.kluender@state.mn.us).